

Jefferson County Position Description

| | |
|--|---|
| Name: | Department: Child Support |
| Position Title: Legal Assistant | Pay Grade: 4 FLSA: NE |
| Date: February 2014 | Reports To: Child Support Director |

Purpose of Position

The purpose of this position is to assist the Case Specialists and the Assistant Corporation Counsels with the establishment of paternity, child support and health insurance orders, and assist in the enforcement and locate processes.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manages the Initiate process by receiving cases via interface with State agencies and takes the appropriate action.
- Provides accurate information to case parties, case specialists, attorneys, and other agency customers from case data obtained from the KIDS system and other agency records.
- Prepares legal documents and case related correspondence.
- Schedules and reschedules hearings and prepares hearing notices.
- Manages and monitors Service of Process.
- Administers Genetic Testing process including scheduling, consulting with participants, and preparing and filing court documents.
- Completes and analyzes case management reports.
- Obtains information necessary to establish paternity, establish, modify and enforce orders, and locate case participants.
- Conducts manual locate utilizing appropriate locate methods.
- Monitors files for updates, case status, and compliance timelines.
- Updates the position instruction and training guide.
- Adheres to and promotes safety as a priority in the workplace.

- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Performs other duties as assigned or that may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Performs duties of Administrative Assistant in his/her absence.
- Attends staff meetings, trainings and seminars as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree in legal secretary, administrative assistant or related field; three years of experience in family law, child support agency or legal environment with knowledge of legal terminology; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Paralegal and prior experience working with KIDS or another state's child support computer program preferred.

Other Requirements

Physical: None

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date